

24 DEC 1963

12/27/63

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Records Control Schedule

Please amend disposition instructions on Item 4,
convenience file (Chrono), of the Records Control Schedule
32.61 for the Office of General Counsel to read as follows:

Permanent. Disposal not authorized
at this time. Cut-off at end of each
year; transfer to the Records Center
when three years old.

Records Officer, OGC

AT
APPROVED

CIA Records Administration Officer

14 Jan 64
Date